SUPPORT STAFF

JOB DESCRIPTION

ROLE TITLE	Welfare, Safeguarding and Family Services Officer
CONTRACTED HOURS	37 hours per week / 39 weeks per year
LOCATION	Sir Peter Hall School
GRADE / SCALE POINT – SALARY	Grade 5, SP 16 - 20
REPORTING TO	Deputy Headteacher / Headteacher

INTRODUCTION

All Unity Schools Partnership schools embrace a strong set of values which ensure that pupils learn how to take their place in modern Britain. Every member of staff is required to uphold and promote the values of the Trust in every aspect of their work performance.

JOB PURPOSE

To assist the school leadership and classroom teachers in creating a safe environment where all pupils can thrive, be happy and make progress and one which supports families and carers.

The DSL team will take lead responsibility for welfare, safeguarding and child protection across the school. They will take part in strategy discussions and inter-agency meetings and contribute to the welfare assessments of children.

They will advise and support staff on child welfare and child protection matters and liaise with relevant agencies such as the local authority and police.

Although the DSL will retain lead responsibility for the work of Alternate and Deputy Safeguarding Leads, all will work together to ensure the work is completed to the highest standard.

In addition to the DSL's overarching responsibilities and everyone's willingness and ability to manage any matter arising in their absence, the various tasks have been assigned as a specific responsibility to individual Alternates. Named Alternatives will also be responsible for seeking out new information in these areas, advising the DSL, creating information for staff as required and recommending changes to policy.

To actively pursue the agreed aims of the school and wider Trust, maintaining an outstanding educational ethos, care for the pupils and respect for colleagues whilst undertaking all duties in a professional manner.

KEY TASKS & RESPONSIBILITIES

- Be a reference point for pupils and families who are referred by teaching and support staff.
- Manage the safeguarding and welfare recording system Cpoms, producing reports as required and following up concerns raised, contacting the various outside agencies as required.
- Collating and producing statistical information with regards to welfare, health and safeguarding for key stakeholders;
- Working directly with children in need and their families to prevent children coming to harm.
- Working directly in the home with families supporting and providing early help for their children.
- First day absence calling where needed and visits as required: attendance reporting for senior leadership.
- Act as a Safeguarding Lead, reporting and following up issues arising.

- Providing classroom support, responding to matters of welfare and concern as requested.
- Managing questions and requests from families regarding welfare and health matters.
- Meet with teaching and support staff regarding individual or small groups of pupils.
- Planning and liaising on transition support for pupils returning to the school environment and classroom setting, or unable to access these.
- Attend meetings regarding pupil welfare and support including Children in Need, LAC, and multi-disciplinary team meetings as required, and liaise with the local authority, social workers and associated agencies, ensuring written reports of these are created and teaching staff are kept informed and recommended actions are implemented.
- Supporting the DSL in providing safeguarding training within the school. Distribute welfare and safeguarding news and information to parents / carers regularly.
- Liaising with outside agencies, including social care, to ensure they have access to all necessary information;
- Referring pupils to outside agencies and co-ordinate referrals;
- Encouraging good practice by championing Sir Peter Hall School safeguarding policies and procedures with all stakeholders;
- Attending and participating in Child Protection Conferences, Child In Need meetings, core groups and other associated meetings; these may occasionally take place outside of normal working hours; develop a working knowledge of how local authorities conduct a child protection case conference and a child protection review conference
- Other duties, training and/or hours of work may be reasonably requested, consistent with the level of responsibility of this job.
- Supervision of pupils at lunchtime and break as required.
- One to one interventions with pupils
- Keep appropriate records in accordance with school procedures. Maintaining accurate, confidential and up-to-date documentation on all cases

SAFEGUARDING

Unity Schools Partnership is committed to safeguarding and promoting the welfare of children and young persons at all times.

The post holder, under the guidance of the Headteacher, will be responsible for promoting and safeguarding the welfare of all children with whom he/she comes into contact, in accordance with the Trust's and the school's safeguarding policies. The post holder is required to obtain a satisfactory Enhanced Disclosure from the Disclosure and Barring Service (DBS).

GENERAL

1. Actively contribute to and promote the overall ethos and values of the School and the wider Trust.

2. Participate in training and other learning activities and performance development as required.

3. Maintain consistent high standards of professional conduct, tact and diplomacy at all times in dealings with pupils, parents, staff colleagues, external agencies and any other visitors to the school or wider Trust.

4. Maintain absolute confidentiality and exercise discretion with regard to staff / pupil information and the Trust's business at all times.

5. Act as an ambassador for the School and the wider Trust within the local community and beyond, ensuring that the ethos and values of the Trust are promoted and upheld at all times.

6. Undertake any other reasonable tasks and responsibilities as requested by the line manager or a member of the Senior Leadership or Trust Executive Leadership Teams which fall within the scope of the post.

Unity Schools Partnership has developed a framework for supporting effective practice which will be used to support staff professional development, and this job description is subject to change at the discretion of the trust.

PERSON SPECIFICATION

CRITERIA	ESSENTIAL	DESIRABLE
	KNOWLEDGE	
Education	• Post 16 qualification	• Degree • DSL qualified • QTS or Social Worker qualification
Literacy and Numeracy	• Good passes at GCSE level or equivalent in Maths and English • Excellent oral and written communication skills including letters and emails • Computer literate and able to competently use computer data systems and information / word processing systems	• Able to create spreadsheets and provide reports from data • analysis Confident oral presentation of information
Knowledge and / or experience	• Experience of working with families Experience of working with young people/children Familiar with Local Authority children's services Knowledge/ an understanding of the IFDR referral process, MASH team and CiN processes	• Familiar with CPOMS or other online recording systems • SENCO qualifications/experience • Family Services or Social Work experiences •
First Aid		• To provide first aid support to students and staff as necessary
	MENTAL SKILLS	
Research	• Able to use the internet effectively for routine research • Able to work under pressure • Able to synthesise information from multiple information sources and provide succinct summaries of same	
Interpersonal and Communication	• Firm and fair relationships with students and excellent behaviour management skills • Tact and diplomacy second nature • Articulate with a good grasp of the English language • Patience and tolerance when dealing with parents / pupils who may be upset of appear unreasonable	

	• Understanding of the necessity and ability to maintain absolute confidentiality • Pleasant and helpful telephone and face-to-face manner • Ability to function effectively as part of a team	
PHYSICAL		
Manual Skills	• Routine manual handling skills	Experience of physical intervention
Level of Autonomy	• Able to make day-to-day decisions about own workload, within clear guidelines and procedures. • Supervisory assistance is available most of the time.	
Other	• Clean Driver's License and willingness to drive to and from appointments and home visits as required.	